

## MILPERSMAN 1306-300

### OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)

Responsible Office	NAVPERSCOM (PERS-40CC)	Phone:	DSN	882-3550
			COM	(901) 874-3550
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References	(a) 10 U.S.C. 705 (b) 37 U.S.C. 314 (c) DoD 7000.14-R, Financial Management Regulations, Volume 7A, Military Pay Policy Procedures Active Duty and Reserve Pay (d) Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, U7305 (e) OPNAVINST 4650.15 (f) Military Pay Advisory 19/05
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1. **Policy.** Overseas Tour Extension Incentives Program (OTEIP) offers eligible enlisted members the opportunity to choose one of four incentive options for an extension of the Department of Defense (DoD) overseas tour length of 12 months or more.

a. The following options are available:

(1) **Option A** -- \$80 per month special pay for each month during the period of the extension.

(2) **Option B** -- 30 days rest and recuperation (R&R) absence during the period of extension.

(3) **Option C** -- 15 days R&R absence plus round trip transportation at government expense from the location of the extended tour of duty to the port of debarkation in **continental United States (CONUS)** and return during the period of extension. Members authorized OTEIP extensions longer than 12 months are entitled to receive 20 days R&R absence.

(4) **Option D** -- \$2,000 lump sum payment on the first day of the 12-month extension.

b. The elected OTEIP option may not be effected prior to the projected rotation date (PRD) extension becoming operative.

c. An extension overseas required for command sponsorship of family member(s) will not be used as an extension for eligibility under this program.

d. The authority and guidance for the OTEIP incentives are contained in references (a) through (f).

e. A request for extension in an overseas area need not be for the same command. An extension of at least 12 months may be granted for a new command or permanent duty station (PDS) if the new assignment satisfies the prescribed DoD tour length at the new activity. This exception only is used in conjunction with a decommissioning or billet reduction when a member is not being reassigned for a full DoD tour. In these circumstances, the extension must be for a minimum of 12 months or the unaccompanied tour length at the new area, whichever is greater.

f. Incentive options are not to be granted without receipt of approval authorization from Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division, Entitlements (PERS-40CC).

g. Consecutive overseas tour (COT) leave entitlement is earned when a member is assigned to back-to-back complete DoD tours. OTEIP is earned for extensions of at least 12 months beyond the current DoD tour.

**NOTE:** Upon receipt of the OTEIP authorization message, command should retain one copy in member's command career counselor (CCC) folder, provide a copy to member, and ensure the supporting pay/personnel support office receives a copy.

2. **Eligible Members**. The following enlisted members are eligible for OTEIP:

a. Members serving overseas on Type "3", "4", or "6" duty and members serving in Hawaii on Type "2" duty. Personnel must complete the prescribed DoD area tour (accompanied for those taking family member(s), unaccompanied for those who do not take family member(s)) before being eligible for OTEIP).

b. Members serving outside these areas on temporary additional duty (TAD) in excess of 179 days during any 12-month period will not be eligible for OTEIP.

c. A member assigned to a family-member-restricted tour location who extends for a minimum of 12 months beyond the prescribed DoD tour length may elect either the OTEIP or COT leave travel entitlement, not both.

3. **OTEIP Benefits for First-Termers**. First-term members assigned to an overseas PDS will be eligible for OTEIP following completion of the prescribed DoD area tour (accompanied tour length for those with command sponsored family member(s) on station or all others tour length for single sailors or those with family member(s) electing to serve an unaccompanied tour). This policy is modified to include all members whose assigned tour exceeds the DoD tour length by at least 12 months. Hence, a single member assigned to Type "4" duty in Japan for a 36-month sea tour, where the DoD unaccompanied/all others tour is 24 months, would be OTEIP eligible for the third year. OTEIP benefits in this case are not automatic and must be requested.

4. **Request Procedures**. Submit requests for voluntary extensions of 12 or more months to NAVPERSCOM (PERS-40CC) not more than 18 months, or less than 9 months, prior to current PRD.

a. The preferred method of submission is via the BUPERS ON-LINE (BOL) OTEIP Program.

b. Commands without BOL OTEIP Program capability may submit requests via BOL Personnel Action Request (PAR); NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request; naval message (Exhibit 1); or letter signed by commanding officer (CO) or delegated signing authority.

c. Processing times using BOL PAR, NAVPERS 1306/7, naval message, or letter, are greater than with the BOL OTEIP Program. Use one method of submission and do not resubmit requests unless that request is verified as not received by NAVPERSCOM (PERS-40CC).

d. Requests submitted via BOL PAR, NAVPERS 1306/7, naval message, or letter must include the following:

(1) Recommendation by the command.

(2) The specific time frame of the requested extension period or the specific time frame of OTEIP eligibility if requesting OTEIP benefits when no PRD adjustment is needed.

(3) Member's elected option (A, B, C, or D).

5. **Approval Factors**. Approval of OTEIP requests will be based on the following factors:

- a. Current manning and priorities (needs of the Navy).
- b. Need for the member at a Type "2" or "4" unit (shipboard duty), if on Type "3" duty.
- c. Status of relief.
- d. Timeliness of request submission (not more than 18 months or less than 9 months prior to PRD).
- e. Need for member at a Chief of Naval Operations (CNO) priority billet (i.e., instructor, recruiter).

6. **Approval by NAVPERSCOM**.

a. **Personnel approved for incentive Option A:** Authorize payment and make the following entry on NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks:

"As authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option A for my overseas extension of \_\_\_\_ months for the period \_\_\_\_-\_\_\_\_."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PSC, USN, Personnel Officer

b. Personnel approved for **incentive Option B**: Authorize R&R absence and make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option B for my overseas extension of \_\_\_\_\_ months for the period \_\_\_\_-\_\_\_\_."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PSC, USN, Personnel Officer

**NOTE:** Option B must be used during operative period of extension and may not be used in conjunction with permanent change of station (PCS) transfer or separation leave.

c. Personnel authorized incentive Option C will be provided accounting data in the NAVPERSCOM OTEIP approval message. In order to allow local admin support personnel sufficient processing time, change requests to Option C should be submitted via BOL PAR, NAVPERS 1306/7, letter, or naval message to NAVPERSCOM (PERS-40CC) not less than 30 days prior to the proposed commencement of travel. Travel for members serving on Type "4" units electing incentive Option C will originate from and return to the unit's homeport.

(1) **Personnel approved for incentive Option C:**  
Authorize R&R absence plus round trip transportation at government expense from the location of the extended tour of duty to the CONUS port of debarkation and return during the period of extension and make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option C for my overseas extension of \_\_\_\_ months for the period \_\_\_\_-\_\_\_\_. I plan to travel during the period \_\_\_\_-\_\_\_\_. I understand that no per diem, meals, or lodging are authorized in connection with this travel and that no transportation or per diem has been authorized for family member(s).

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PSC, USN, Personnel Officer

(2) Upon receipt of the accounting data, the local command will prepare the necessary travel orders citing the authority for R&R absence as MILPERSMAN article 1306-300.

(3) Temporary additional duty (TEMADD) orders will reflect, "Travel by government air is directed where available; otherwise, commercial air authorized as arranged by a Navy Passenger Transportation Office (NAVPTO) or other designated direct port-call activity."

(4) Leave will commence/terminate at the appropriate CONUS port of debarkation/embarkation. Free baggage allowance is two pieces of checked baggage, each piece not to exceed 62 linear inches or 70 pounds, and one "carry-on" bag not to exceed 45 linear inches. No excess baggage is authorized.

(5) Return transportation should be arranged prior to departure of the member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

(6) The member is entitled to transportation from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States (U.S.), then to the nearest port of debarkation in the U.S. and return.

d. **Personnel approved for incentive Option D:** Authorize payment following the guidance provided in reference (f) and make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN article 1306-300, I desire to exercise incentive Option D payment for my overseas extension of \_\_\_\_\_ months for the period \_\_\_\_\_-\_\_\_\_\_. I understand that if I fail to fully complete the 12-month overseas extension, the government is authorized to recoup the unearned pro rata portion of the lump sum payment."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PSC, USN, Personnel Officer

7. **Changing of Incentive Options**. When member is unable to take advantage of the originally elected option due to operations, schedules or personal preference, make the following entry on NAVPERS 1070/613:

"As authorized by MILPERSMAN 1306-300, I desire to change my previously elected OTEIP option from \_\_\_\_ to \_\_\_\_\_. I certify that I have used no portion of my previously elected option for the period of extension \_\_\_\_\_ to \_\_\_\_\_."

\_\_\_\_\_  
Member's Signature

"Member authorized change of option from \_\_\_\_ to \_\_\_\_ for period of extension from \_\_\_\_\_ to \_\_\_\_\_."

\_\_\_\_\_  
J. D. Doe  
PSC, USN, PERSOFF, BY DIR OF CO

a. Command authorized representatives may submit OTEIP change requests to NAVPERSCOM (PERS-40CC) via BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated

signing authority. Option change requests must indicate which option member was previously authorized, time frame of the previously authorized OTEIP period as verified by NAVPERSCOM authorization message, which OTEIP option member now desires, and the affirmative statement certifying that the member has not used any portion of the previously authorized OTEIP benefits.

b. BOL OTEIP Program should not be used to request OTEIP option changes.

#### 8. Canceling Extensions

a. Cancellation requests may be submitted via BOL PAR; NAVPERS 1306/7; or letter to NAVPERSCOM (PERS-40CC). Cancellation requests must include justification a statement about whether or not the member has used any portion of the OTEIP benefits and a recommendation about whether or not a gap in the billet is acceptable.

b. Members who elect Option D and do not complete the 12-month extension shall refund to the government a pro rata recoupment of the unearned portion of the benefits. Secretary of the Navy (SECNAV) may waive the obligation of a member to reimburse the Navy if he determines that circumstances warrant the waiver.

(1) Waiver requests may be submitted to NAVPERSCOM (PERS-40CC) via BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated signing authority.

(2) Waiver requests must include justification.

c. Every effort must be made to ensure the member uses the entitled incentive option during the operative period of extension.

(1) Incentive options involving R&R absence cannot be authorized retroactively.

(2) Retroactive monetary entitlements are payable only with authorization from NAVPERSCOM (PERS-40CC).

(3) Requests for retroactive payment must include the reason why the option was not requested or used during the eligibility period of extension.



(4) Members are to sign the following entry on NAVPERS 1070/613, acknowledging non-receipt of OTEIP benefits:

"I acknowledge that I have received no benefits for the period \_\_\_\_\_ - \_\_\_\_\_ under the Overseas Tour Extension Incentives Program (OTEIP)."

\_\_\_\_\_  
Member's Signature

Witnessed: \_\_\_\_\_  
J. D. Doe  
PSC, USN, Personnel Officer

EXHIBIT 1

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)  
MESSAGE FORMAT REQUEST  
(Use proper message format.)

R DDHHMMZ MMM YY ZYB  
FM  
TO COMNAVPERSCOM MILLINGTON TN//PERS-40CC//  
  
BT  
UNCLAS //N01306//  
MSGID/GENADMIN/ /-/MMM//  
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)//  
REF/A/DOC/CNPC//  
AMPN/REF A IS MILPERSMAN ARTICLE 1306-300//  
POC/NAME/RATE OR RANK/TITLE/TEL: /E-Mail address//  
**Mandatory (NOTE 1)**  
RMKS/1. REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:  
A. NAME/RATE:  
B. SSN: (last four only)  
C. COMMAND UIC:  
D. EXTENSION PERIOD: **(NOTE 2)**  
E. OTEIP OPTION:  
F. COMMANDING OFFICER'S RECOMMENDATION:  
//  
BT

**NOTE 1:** Point of contact (POC) line is mandatory. List E-Mail address if possible.

**NOTE 2:** For extension period, enter dates of extension (i.e., JUL09-JUL10) or indicate the period of eligibility if requesting OTEIP benefits when no PRD adjustment is necessary.